



# Steps to Becoming a Registered Partner

Help People Find Services and Benefits to Meet Their Basic Needs

[www.washingtonconnection.org](http://www.washingtonconnection.org)

## Host & Assisting Agencies

1. The organization Director begins the process by completing the [Washington Connection Community Partnership Online Registration](#). Up to 20 sites can be registered at one time.
2. Your Partnership Registration will be reviewed by the Community Partnership Program Manager or Regional Access Consultant. Contact will be made with the Director to clarify any questions with your Registration.
3. Implement a sustained infrastructure to support the partnership communication and assigned Secure Access Washington (SAW) and Washington Connection Partner Accounts.
4. You can track your [Registration](#) from Washington Connection Home page with the assigned tracking number.

## Additional Steps for Assisting Agencies ONLY (*this process can take an average of 4 weeks*)

5. Contractor Intake Form and CSD non-disclosure forms will be sent to the Director for completion.
6. Upon return of those completed forms, your organization will be assigned a *Partner Contract Number* and will receive a Data Share Agreement for completion. Review and sign the Data Share Agreement and return a copy by email *and* the original by mail to the Contracts Unit (instructions will be provided with the Data Share Agreement).
7. Upon receipt of the original signed Data Share Agreement from your organization, DSHS will assign a *Barcode Contractor ID Number(s)* to the organization and each site registered.
8. Notification of the *Barcode Contractor ID Number(s)* and generic *Secure Access Washington (SAW) IDs* will be sent to the Organization Director and Supervisors of each site.
9. After which, you are able to fully utilize Washington Connection as an Assisting Agency. Begin by Accessing My Partner Account under the Login tab.
10. The organization Director will have access to update contact information and convert partnership and access levels. The director account won't have access to the online applications submitted by the service delivery site(s).

The site Supervisor will have access to update contact information, add or delete users, ability to view pdfs of submitted or pending applications, renewals and change of circumstances, DSHS Client Search Query, and convert partnership and access levels.